

0220.01 Disposition of Property  
Issued January 1, 1994

SUBJECT: Disposition of property.

APPLICATION: Executive Branch Departments and Sub-units possessing such property.

PURPOSE: To ensure proper disposition of such property.

CONTACT AGENCY: Department of Management and Budget (DMB) – Acquisition Services, Logistics, State Surplus.

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SUMMARY: When disposing of lost, unclaimed or abandoned personal property whether or not the property is of intrinsic value, agencies will comply with the provisions of Public Act 238 of 1957. Property with intrinsic value will be turned over to the DMB, Acquisition Services Division, Logistics, State Surplus, for auction.

APPLICABLE FORMS: None.

PROCEDURES:

- Each department, board or institution is required to appoint at least two employees to:
  - Examine, appraise and inventory each article of lost or abandoned personal property.
  - Determine whether or not the property is of intrinsic value. Property of no intrinsic value is to be recorded separately from that of intrinsic value.
- Property of no intrinsic or commercial value:
  - May be donated to State institutions for use of patients, inmates or charitable institutions, after inventories of such property have been forwarded to the State Administrative Board for approval.
  - After inventories of such property have been forwarded to the State Administrative Board for approval, if no use is found for this property, it may be destroyed.
- Property of intrinsic value will be forwarded to the DMB, Acquisition Services, Logistics, State Surplus for auction.

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